



IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

SUPERVISING MANAGEMENT AUDITOR

Promotional Examination

PROMOTIONAL ONLY	Applicants must have a permanent civil service appointment with Department of Conservation as of the final filing date in order to take this examination.
WHO SHOULD APPLY	<p>Applicants must have a permanent civil service appointment with the Department of Conservation as of the final filing date, in order to participate in this examination; <u>OR</u> 1) must be a current or former employee of the Legislature for two or more years as defined in Government Code (GC), Section 18990; <u>OR</u> 2) must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in GC, Section 18992; <u>OR</u> 3) must be a person retired from the United States military, honorably discharged from active military duty with service-connected disability, or honorably discharged from active duty as defined in GC, Section 18991. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2.</p> <p>Note: Veterans must provide a copy of their DD214 for entrance requirements.</p>
FINAL FILING DATE	<p>October 6, 2009. Applications (Form 678) must be POSTMARKED no later than the final filing date. Please note that only applications with a revision date of 12/2006 will be accepted. All other applications will be returned. Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted for any reason.</p> <p>If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the “Application for Examination”. You will be contacted to make specific arrangements.</p>
EXAMINATION DATES	<p>Qualification Appraisal: It is anticipated that interviews will be held in Sacramento during October/November 2009 (if warranted).</p> <p>NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.</p>
SALARY RANGE	\$6779-\$7847
EXAMINATION INFORMATION	<p>The examination will consist of a qualification appraisal interview. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.</p> <p>COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.</p> <p>QUALIFICATION APPRAISAL INTERVIEW – WEIGHTED 100.00%</p> <p>If conditions warrant, this examination may utilize an evaluation of each candidate’s experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out their applications. List all experience relevant to the “Requirements for Admittance to the Examination” shown on this announcement, even if that experience goes beyond the seven-year limit printed on the applications. Supplementary information will be accepted, but read the “Requirements for Admittance to the Examination” carefully to see what kind of information will be useful to the staff doing the evaluation.</p>
ELIGIBLE LIST INFORMATION	A Department promotional list will be established for the Department of Conservation. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.
REQUIREMENTS FOR ADMITTANCE TO EXAMINATION	<p>NOTE: It is your responsibility to make sure you meet the education and/or experience requirements stated below. Your signature in your application indicates that you have read, understood, and possess the basic qualification required.</p> <p>Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as Either “I”, or “II”, or “III”, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.</p> <p>Either I: One year of experience in the California state service performing professional auditing or accounting duties in a class with a level of responsibility not less than that of Senior Management Auditor; or two years of experience in the California state service performing professional auditing or accounting duties in a class with a level of responsibility not less than that of a Staff Management Auditor.</p> <p>Or II: Five years of experience in a professional accounting, auditing, or examining position, at least two years of which shall have involved the direction of a large and complex independent and comprehensive post audit program (the term comprehensive implies examination of the entire fiscal operations rather than a specialized of limited segment), or four years of experience in a management consultant position, at least two years of which shall have involved the direction of a large management consultant program. (Experience in the California state service applied toward this requirement must include at least two years performing the duties of a class at a level of responsibility not less than Staff Management Auditor). And the education pattern listed under Education Requirements.</p>
EDUCATION	Equivalent to graduation from college preferably with a major in accounting, business administration, public administration or economics and with a minimum of six semester units of accounting.

THE POSITION	A Supervising Management Auditor either (1) is responsible for long-range planning, directing, and coordinating the total audit activities of several State agencies or large State organizations; or (2) directs and is responsible for the total management audit activities of an internal audit program in a State department requiring management audits of several large internal governmental programs, or agencies under contract.
SPECIAL PERSONAL CHARACTERISTICS	Ability to qualify for a fidelity bond and willingness to travel and work away from the headquarters office.
SCOPE	In addition to evaluating the competitor’s relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitors:
KNOWLEDGE OF	<ol style="list-style-type: none">1. Elementary statistics.2. Organization and management in the public and private sector.3. Current trends and problems in governmental management.4. Principles of electronic data processing, the uniform accounting system and the financial organization and procedures of the State of California.5. Policies, rules and regulations of the legislature, State Controller, State Treasurer, Department of Finance, and central control agencies as they relate to State agency financial and program management activities.6. Principles and techniques of personnel management and supervision.7. Methods of auditing through electronic data processing systems.8. Applications of probability sampling to auditing.9. Program budgeting.10. Organization and management of a broad range of State agencies.11. Group leadership techniques.12. Program planning and evaluation.13. A manager’s role in the EEO program and the processes available to meet the objectives.
ABILILTY TO	<ol style="list-style-type: none">1. Plan, organize, and direct the work of a staff engaged in a variety of complex, technical management audits; work effectively with top level managers of State agencies and other organizations.2. Assume responsibility for complex audit studies.3. Understanding of and effectiveness in carrying out State and departmental equal employment opportunity and affirmative action policies.
CAREER CREDITS	Will not be granted for this examination.
VETERANS PREFERENCE CREDITS	Will not be granted for this examination.
TRAVEL ACCOMMODATIONS	Candidates are responsible for any expenses incurred when participating in all examinations administered by the Department of Conservation (i.e., transportation, lodging, parking, etc.).

GENERAL INFORMATION: It is the candidate’s responsibility to contact the Department of Conservation in Sacramento at (916) 322-7685 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature, it is the candidate’s responsibility to contact the Department of Conservation three weeks after the final filing date if he/she has not received a progress notice.

If a candidate’s notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board Offices, www.spb.ca.gov, local office of the Employment Development Department and the Department noted on the front. Only applications with a revision date of 12/2006 will be accepted in the examination. All other applications will be returned.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of Conservation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of dates, must be used in the following order: 1) subdivisonal promotional, 2) departmental promotional, 3) multidepartment promotional, 4) servicewide promotional, 5) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience of the candidate’s ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate’s personal development will include considerations of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she made in his/her efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test by scoring at least 35 on each of the five subtests and averaging 45 for all the subtests; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Veterans Preference: California law limits the granting of veterans preference credits to entrance examinations. When credit is granted, it is as follows: 10 points for veterans, widows or widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Directions for applying for veterans preference are on the Veterans Preference Application, which is available from the State Personnel Board Offices or written test proctors.

TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.